

ADA Continued Stay Review Screen

MainMenu Frameset - Microsoft Internet Explorer provided by State of South Dakota

DH94 STARS

TEST

Actions

- Client Search
- Providers
- Unique ID Merge
- Transfers(4)
- System Message
- Support Tables
- Utilities
- Reports
- About
- Close

General Info **MH** **ADA I** **ADA II**

ADA TNA **ADA Cont Stay Rvw** ADA Pgm Elig ADA Wait List

Unique ID: 123401011950MHE Local ID: 007 First Name: James MI: Last Name: Bond

MH: Adm Date: ADA: Adm Date: 7/1/2008 Provider: Human Services Center Adult Chemical Dependency Tr

Client's ADA: Continued Service Review Record(s)

Submitted to DHS	Date	ASAM Level of Care/Specific Program	Begin Rvw Date	End Rvw Date	Date of
Y	10/14/2008	II.1 - Adult intensive outpatient treatment	8/1/2008	8/15/2008	8/21/2
N	7/14/2008	II.1 - Adult intensive outpatient treatment	7/1/2008	7/14/2008	7/28/2

Add Edit Update Print Cancel

To access the “ADA Continued Stay Review Screen” from the “Client Search Screen” the following steps are required:

1. Enter an existing client Unique ID/Name on the “Client Search Screen” and click on the “Search” tab to locate an existing record. If a record exists, single click on the client record and then “Most Recent” tab which opens up the “Client Information Screen.”
2. On the top menu bar on the “Client Information Screen”, click on the “ADA II” tab and then “ADA Cont Stay Rvw” tab which will open up the “Continued Stay Review List Screen.” However if a client has not yet had an Income Eligibility and ADA Admission Information record completed, this tab will not be enabled. By completing these two records and saving both will enable the tab to allow access to the “Continued Stay Review Detail Screen.” The CSR screen will open up by either double clicking on a client continued stay record, single clicking on a record and clicking on “Edit” or clicking on the “Add” tab on the Detail Screen.
3. There is also an “Update” tab which will copy a previous selected CSR that is listed on the screen. Once updated is completed, the document then can be updated and saved for the current review period.
4. The “Print” tab allows you to print the selected CSR for your clinical record.

Continue Stay Review Screens

5. The required fields to save the record are: Date, Begin Review Date, End Review Date, Expected Discharge Date, and ASAM Level of Care/Specific Program.

6. In addition **One** of the **Yes Boxes** must be checked for “**Notifying**” the Division of Alcohol/Drug Abuse Under: “It is appropriate to retain the patient at the present level of care if”:

Dimension V: Relapse/Continued Use or Continued Problem Potential

Current Status:
The client still is having problems avoiding using friends and is frequently going to bars, but insists this is just to play pool.

Rational for Continued Stay:
Client needs to become more aware of relapse triggers and warning signs

Plan:
Client will read information on relapse warning signs and meet with his counselor on what was learned as it applies to self.

Additional fields that are required to "Notify Division" are circled in **RED** above. At least 1 Dimension Section must be filled out (Current Status, Rational for Continued Stay, and Plan)
Total counseling hours for this review period must be between 1 and 100 **hours** and documentation must be present in the following areas: Group Participation ,Family Participation, Clinical Impression, Counselor/Credentials and Supervisor/Credentials - If the counselor's credentials = "CDCT" (Trainee)

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 MH: Adm Date: ADA: Adm Date: 7/1/2008 Provider: Human Services Center Adult Chemical Dependency Trn

Client's ADA: Continued Service Review Record(s)

Plan: Remaining: 5000

Group Participation: Total Counseling Hours for Group/Individual/Family for this Review Period: 21 Remaining: 4972
 This is a test of the system

Family Participation: Remaining: 4972
 This is a test of the system

Clinical Impression: Remaining: 4972
 This is a test of the system

Counselor/Credentials: Angela Andal - Counselor - Trainee Supervising Counselor/Credentials: Candace Miller - Clinical Supervisor - Level 3

Check Spelling Print Notify Division Save Cancel

Continue Stay Review Screen

7. The **“Notify Division (Adult)”** will check to see if all appropriate fields are filled in correctly and then send an email to the Division adult department staff. After the Division has been notified, the Provider will no longer be able to edit the record.
8. The **“Notify Division (Adolescent)”** will check to see if all appropriate fields are filled in correctly and then send an email to the Division adolescent department staff. After the Division has been notified, the Provider will no longer be able to edit the record.
9. Depending on user security level, a deletion of a record can occur if it has not been previously sent to the Division of Alcohol/Drug Abuse.
10. To retain the information, click on the **“Save”** tab.
11. The **“Cancel”** tab will return to the Continued Stay List Screen.
10. The **“Print”** tab will print all of the Continued Stay Information.